



## St. Stephen Baptist Church

### Event Approval Form

"The Mission of St. Stephen Church: St. Stephen Church makes disciples who are making disciples for the glory of God and the advancement of Christ's Church. We achieve the mission through: Worship, Word, and Witness."

All events must uplift at least one of the three-fold mission of the church, which is: Worship, Word & Witness. (Worship/ Participate in Worship, Word/ Sunday School, and Witness/ (Activation)

Which of the three-fold church objectives does this event focus on?  Worship  Word  Witness

How? \_\_\_\_\_

Prior to submitting a facility reservation form, an Event approval must be received from administration. For each department to effectively perform their responsibilities; this form should be completed at least **six weeks** prior to request date. Requests may be denied if the form is submitted after the **six-week** period. **You will be notified within two weeks as to whether your request has been approved.**

*Please complete this form in its entirety and submit this form to Lanisha Porter, Director of Ministries at [lporter@ssclive.org](mailto:lporter@ssclive.org) for review and approval.*

**Request Date:** \_\_\_\_\_ **Ministry Team Leader:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Proposed Event Date:** \_\_\_\_\_ **Proposed Event Time:** \_\_\_\_\_ **Proposed End Time:** \_\_\_\_\_

**Campus:**  Hardin Co  Indiana  Louisville

**Name of Event:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Is there a cost?**  Yes  No **If so, what is the cost?** \_\_\_\_\_

**Can this cost be covered by the requesting ministry?** \_\_\_\_\_

Approval from Administration must be obtained prior to extending an invitation to a proposed speaker.

"Audio: If audio is needed, a mic and speaker can be checked out with the receptionist on a first come, first serve basis. Please email [sgibbs@ssclive.org](mailto:sgibbs@ssclive.org) to check on availability."

#### APPROVALS:

<b>Director of Ministries</b>	_____	<b>Administration</b>	_____
<b>Approved</b> <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> <b>Approved with changes:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Changes	_____	_____	
<b>Date Processed:</b>	_____	<b>Entered on Church Calendar</b>	_____
<b>Approved by:</b>	_____	<b>Date</b>	_____